

# **TransLink<sup>®</sup> Management Group**

## **Minutes of Meeting on 12/11/09 at MTC**

Attendees: Kathleen Kelly, AC Transit; Mary King, AC Transit; Dorothy Dugger, BART; Celia Kupersmith, Golden Gate Bridge Highway and Transportation District (GGBHTD); Steve Heminger, MTC; Mike Scanlon, SamTrans; Debra Johnson for Nathaniel Ford, San Francisco Municipal Transportation Agency (SFMTA); Michael Burns, Santa Clara Valley Transportation Authority (VTA); and Steve Ponte for Jeanne Krieg, Tri Delta Transit. Also in attendance were Robin Reitzes, the Consortium Legal Counsel; and Janet Gallegos, Booz Allen Hamilton.

### 1. Roll Call

The meeting started at 1:10 PM. Roll was called. A quorum was confirmed. Chair Celia Kupersmith of Golden Gate Bridge Highway and Transportation District confirmed there were two significant business matters on the agenda.

### 2. Chairperson's Report

Ms. Kupersmith said Diana Hammons of SFMTA will become the new chair of the Finance Committee rather than Steve Bell of SFMTA because Mr. Bell is retiring soon. Ms. Kupersmith said the first meeting of the TransLink<sup>®</sup> Governance Advisory Committee will occur in January. She said the committee will discuss the governance of the program after July 1, 2010, when MTC has indicated it will withdraw from the TransLink<sup>®</sup> Consortium. She thanked staff for the work on the fare media transition planning effort.

### 3. Minutes of TMG meeting of 11/23/2009

The minutes were approved 7 – 0; Dorothy Dugger of BART had not yet arrived.

### 4a. TransLink<sup>®</sup> Program Status

Scott Rodda of MTC distributed a project status report describing TransLink<sup>®</sup> activities and progress, and he reported on several key points including transaction volume, amount of value added to cards by customers, customer service call volume, and the TransLink<sup>®</sup> Contractor's progress installing TransLink<sup>®</sup> equipment on SamTrans vehicles. Michael Burns of VTA asked that the Program Management Report include schedules for the system's expansion to SamTrans and VTA. Mr. Rodda said he would include this information in future reports. Mr. Rodda said that the system implementation effort on VTA is approximately one month behind the originally planned schedule, and the implementation on SamTrans ahead of schedule. Mike Scanlon of SamTrans asked about the status of vending the Caltrain parking pass through TransLink<sup>®</sup>. Mr. Rodda said he expects the Contractor would provide a cost proposal within the next two weeks.

### 4b. TransLink<sup>®</sup> Contractor Report

Dave Lapczynski of Cubic Transportation Systems presented a status report. He reported on recent problems with the system's End of Day Processing function. He said that the problems did not result in any loss of data, but he said the system generated some

duplicate data. Mr. Burns asked how the duplicate data was identified. Mr. Lapczynski said the system uniquely identifies each transaction and removes duplicates during processing.

5. TransLink® Contract Change Order – TransLink® Branding Changes

Steve Heminger of MTC presented recommendations to change the program name and execute a related TransLink® change order. He provided background information concerning the recommendations, and he recommended changing the program name to “Clipper.” Jacob Avidon, MTC Staff, presented the design of the Clipper card and images of system equipment with the new logo. Mr. Heminger said funding for the TransLink® Contract change order would come from funds previously set aside for implementing a new governance structure for TransLink®. Mr. Heminger recommended approval of the name change and the TransLink® Contract change order. Mary King of AC Transit asked if the program would support both the TransLink® brand and Clipper brand for some time. Mr. Heminger said yes, and he said that MTC would work with AC Transit staff concerning the transition. Mr. Burns asked about the status of the current card order. Mr. Rodda said MTC is on the verge of providing new graphics to the vendor for the card order. The item passed, 6 – 1, with Mr. Scanlon dissenting (Dorothy Dugger of BART had not yet arrived).

6. Consortium Information Management System (CIMS)

Mr. Burns made a motion to complete the project with the current cost-sharing arrangement. Mr. Scanlon seconded the motion. Ms. King, Debra Johnson of SFMTA and Ms. Kupersmith stated that they were not willing to share the operating costs for the project if they were not going to use CIMS. Ms. Dugger indicated that she would support the proposal. The vote was 4 – 4 (motion did not pass). Ms. Kupersmith said that since the motion did not pass the project could be completed as originally voted on by the TMG with the cost-sharing formula unaffected.

A new motion was made to approve completion of the CIMS project on the conditions that the cost-sharing formula change to require only those agencies that are going to use the CIMS to share the operating costs, and that if any new agencies want to use CIMS, the cost-sharing formula would be renegotiated. Mr. Scanlon suggested that the motion to amend the cost-sharing agreement was beyond the scope of the item on the agenda. Ms. King asked counsel for an opinion. Ms. Reitzes, Consortium Counsel, stated that the matter as written on the agenda (whether to continue development and implementation of the project or put it on hold) was broad enough to include a condition on the approval of the project. Ms. King moved the motion for approval and Ms. Johnson second the motion.

The vote was 6 – 2 in favor of the motion with Mr. Ponte and Mr. Heminger dissenting.

7. TransLink® Contract Change Order – Golden Gate Ferry Fare Collection Equipment

Jennifer Mennucci, GGBHTD Director of Budget and Program Analysis, requested approval of a change order to allow MTC to enter into an agreement with the TransLink® Contractor for procurement of ticket vending machines (TVMs) and associated software

to support Golden Gate Ferry operations. Ms. Mennucci also requested approval for the TMG Chair and Vice Chair to approve the final change order amount. Mr. Scanlon asked if funds are coming from the TransLink® budget. Ms. Mennucci said that funds were from the Golden Gate District and Regional Measure 2 funding that was previously approved by the TMG. The item was approved 7 – 1, with Mr. Scanlon dissenting.

8. Transit Coordination Implementation Plan

Ms. Kupersmith asked if any of the transit operators had comments on MTC's proposed language in the Transit Coordination Implementation Plan (TCIP). Ms. Dugger first wanted to encourage MTC to continue working expeditiously toward a regional solution for youth and senior use of the TransLink® card. She then asked if prepaid fare media for specific events would be allowed by the wording in the plan. Mr. Heminger said that MTC would be flexible in situations like this and that the wording was meant to discourage a competing fare media using alternate technology. He went on to say any that the use of any new technology should be agreed and implemented on a regional basis. He also encouraged Ms. Dugger and others to submit comments on the plan. Mr. Burns asked if there was a resolution regarding the availability of VTA's Eco Pass as a TransLink® fare product. Ms. Crotty said that there have been some initial investigations, but that there was no solution to mimic the current Eco Pass by allowing the TransLink® application to reside on existing employee passes. Ms. Dugger expressed some concern that the adoption of the TCIP may restrict her board from making fare policy decisions in the future. Mr. Heminger said that MTC has been very accommodating to the operators in the past regarding individual fare products, but now is the time to begin consolidating fare policy for the region. He would encourage operators to consolidate their fare policies not expand them. It was made clear during the discussion that comments on the current draft are due December 23, 2009.

9. Phase II Operating Rules – Limited Use TransLink® Cards

Larry Kozimor, Chair of the Design Review and Implementation Committee (DRAIC), gave an informational report on the status of the establishment of operating rules to guide the implementation of limited use TransLink® cards. He said a working group is continuing to meet to discuss issues. Mr. Kozimor said he expected the working group and DRAIC would be able to resolve remaining issues before the final design review for the SFMTA faregate and vending machine project in mid-January, and he expected to recommend approval to the TMG of changes to the operating rules related to limited use cards at the next TMG meeting.

10. Public Comment/New Business

Ms. Kupersmith thanked Jennifer Mennucci for her service as chair of the Finance Committee. She also thanked Larry Kozimor for his ongoing service as chair of the Design Review and Implementation Committee, and welcomed Diana Hammons as the new chair of the Finance Committee.

11. Adjournment

The meeting was adjourned at 2:55 PM.